



**Richard C. Smith**  
Chief of Police

**Century Towers**

635 Woodland Avenue  
Suite 2104  
Kansas City, Missouri 64106  
[www.kcpd.org](http://www.kcpd.org)

(816) 889-6600

To Whom It May Concern:

All applicants for licensing shall successfully pass a written examination. You failed the examination administered by the Private Officers Licensing Unit.

An additional fee of \$85.00 and a new Employer's Application for Employment of Private Security Officer "Intent to Hire", Form 5409 P.D., is required each time the test is retaken. The test may not be taken more than one (1) time per day.

Contact your company and review the Private Officers Licensing Unit Informational Manual Form 5058 P.D. provided to your security company before retaking the examination. You may also access a copy of the informational manual online at [www.kcmo.gov/police/private-security-officers](http://www.kcmo.gov/police/private-security-officers).

The test is administered 7:30 a.m. to 2:30 p.m. Monday through Friday.

The Private Officers Licensing Unit